LESSON 3

Working with Transactions

Lesson Objectives

In this lesson, you will learn how to create and save working copies and complete transactions, and how to modify and delete records.

A. Submitting Records and Saving Working Copies

B. Locating and Modifying Records

C. Lesson Review

A. Submitting Records and Saving Working Copies

After you have entered your data in a form, you need to submit the information to the CalTOP server for ADP to process. If all entries are valid and complete, the record is added to the CalTOP database.

Before you submit your record to the database, be sure you have entered values for all required fields, and that fields containing data dependent on other values have been entered correctly. You can use the following lists to help you fill in the appropriate values:

- Field values dependent on other field entries: “Service Code-dependent Field Values” on page137
- Valid field values for forms: “Valid Field Values” on page144

! Click the **Submit** button only one time. It may take several seconds for the record to be processed.

Creating Working Copies of Records

If you do not have complete client information at the time you enter the data, or if you want to finish your data entry at another time, you can create a working copy of your record. Working copies appear on the Transaction List Detail page, and are noted with a ‘Y’ in the **Working Copy** column. For more information on accessing the Transaction List Detail page, see “Accessing the Transaction List Pages” on pag e38.

At any point after you complete all date fields in the form, click the **Save Form** button. CalTOP saves the record for you. No editing is performed on a working copy. Working copies are not part of the CalTOP database until you complete and submit the record. Later, to retrieve your working copy, select the record from the Transaction List Detail page, and click **Continue Working Copy**. For information on saving working copies as records, see “Converting Working Copies to Records” on page 81.

At a minimum, you must enter information in the date fields in a form before you can save the data as a working copy.

Assigning Transaction IDs to Records and Working Copies

Each completed record in CalTOP is automatically assigned a unique Transaction ID; this number identifies the record you submitted. Working copies are also assigned Transaction IDs: the number remains the same when the working copy is converted to a record. You can use Transaction IDs to locate, modify, or delete records you create. The Transaction ID is located in the upper right-hand corner of submitted records or working copies, or in the **Transaction ID** column on the Transaction List page. Transaction IDs cannot be modified. For more information about Transaction IDs, see “Using Transaction IDs” on page 38.

B. Locating and Modifying Records

You can use the Forms and Transaction List Detail pages to locate submitted records or working copies, or complete and convert working copies to complete records.

Updating Records

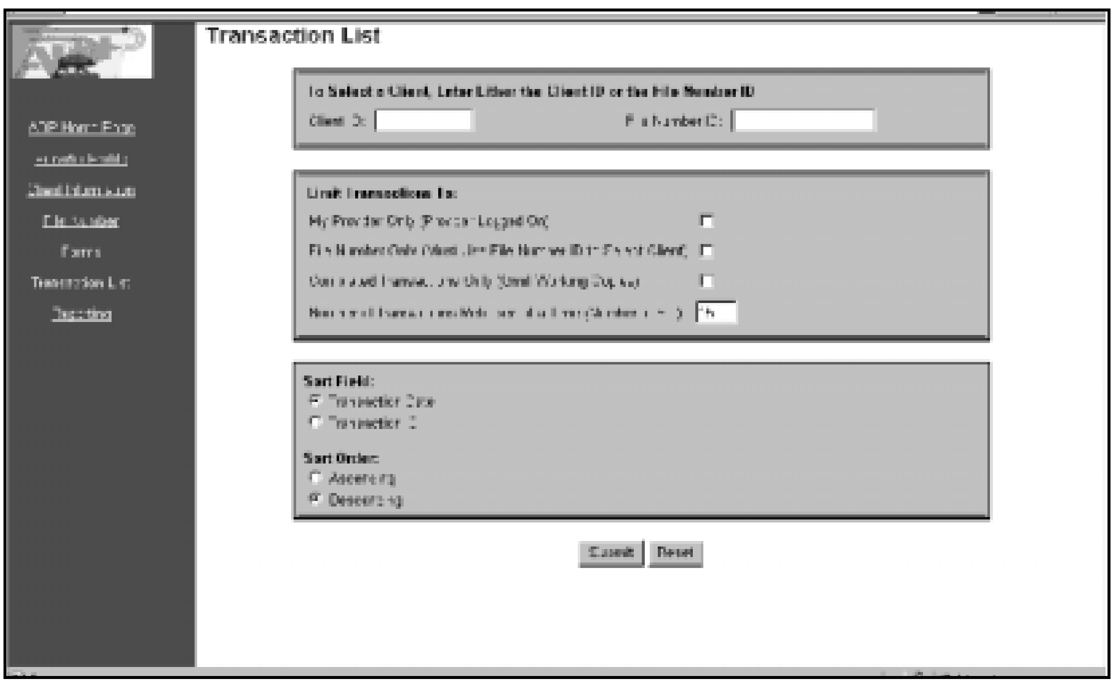
To update a record, you need to locate and access the record. You can locate and access complete records in several ways. This section shows you two methods: using the Transaction List Detail page and using the Forms page.

! Data entered in ASI TOPPS II and imported to the CalTOP database cannot be modified in CalTOP. To modify the record, delete it from CalTOP, update the record in ASI TOPPS II, then resubmit the modified record, using the steps in “Sending ASI TOPPS II Data to the CalTOP Server” on page 107.

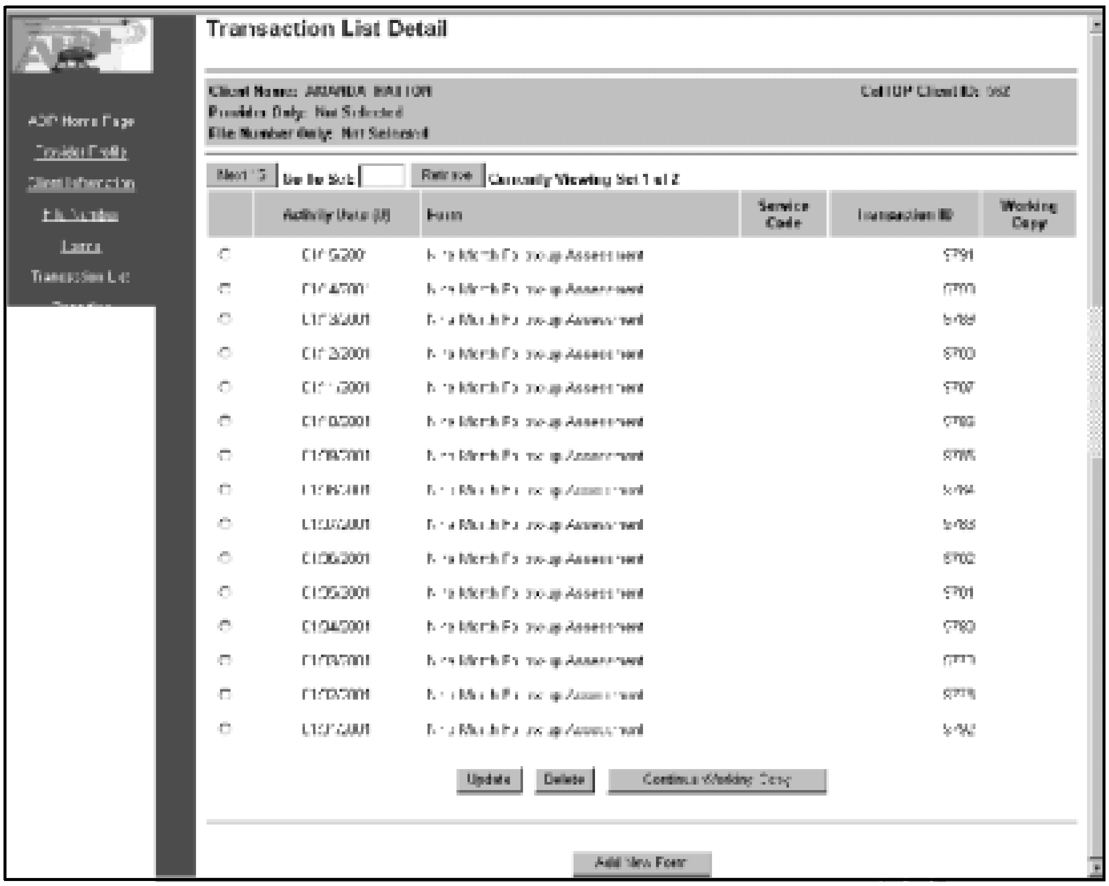
! To update a complete record, you need to know the record’s Transaction ID number, the Client ID, or the File Number ID to select the transaction from a list.

Task 1: Using the Transaction List to Update Records

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Transaction List** link.	The Transaction List page is displayed.



What to do	Results/Comments
2. Enter the **Client ID**. – or – Enter the **File Number ID**.	
3. If you want to view transactions entered by all providers, clear the **My Provider Only (Provider Logged On)** check box.	You can only update records created by your provider.
4. Click **Submit**.	The Transaction List Detail page is displayed.



5. In the first column, select the radio button of the record you want to modify.

What to do	Results/Comments
6. To view a complete record, click **Update**. – or – To view a working copy, click **Continue Working Copy**.	The record is displayed. – or – If you receive the message, "You are not authorized to change this transaction," select another transaction from the list. The record was created by another provider or county.
7. Make any modifications to the record, then click **Save Form** or **Submit**.	If you clicked Submit, the updates are processed, and CalTOP displays the message: "Your form request has been processed successfully. You may reference your request using the CalTOP Trans ID shown below."

Task 2: Using the Forms Page to Update Records

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Forms** link.	The Forms page is displayed.
2. Enter the Transaction ID for the transaction you would like to update.	
3. To view a complete record, click **Update**. – or – To view a working copy, click **Continue Working Copy**.	The record or working copy displayed.
4. Make any modifications to the record or working copy, then click **Save Form** or **Submit**.	If you clicked **Submit**, the updates are processed, and CalTOP displays the message, "Your form request has been processed successfully. You may reference your request using the CalTOP Trans ID shown below."

Converting Working Copies to Records

When you have finished entering data to complete a record, you can convert the working copy to a complete record by clicking the **Submit** button.

Deleting Records

You can delete records using the same methods used to update records. You may need to delete a record because it was entered inappropriately or entered for the wrong client. To delete a record, you or another user from your provider must have created the record.

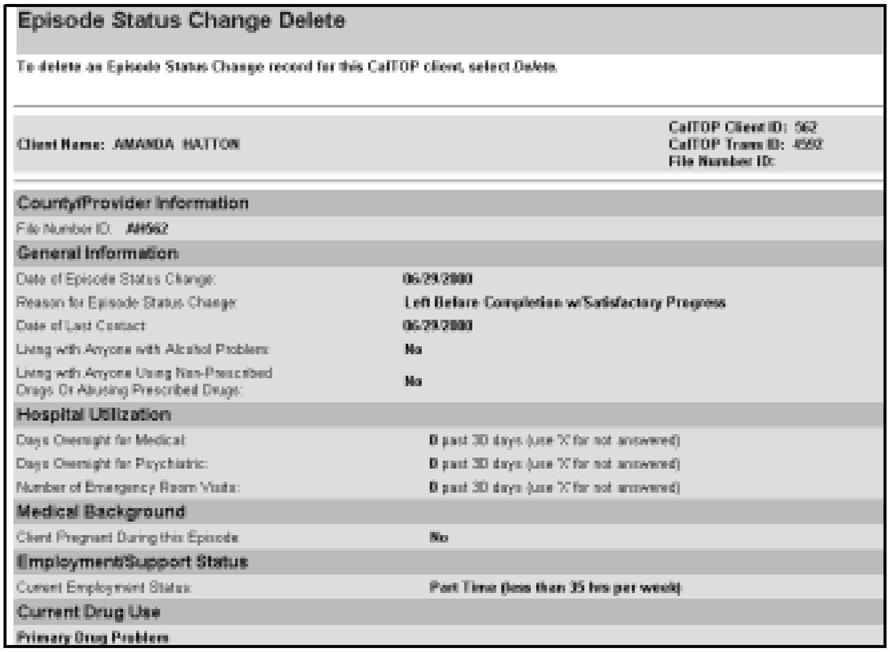
After you confirm the deletion of a record, the record is deleted from the database. You cannot undo a record deletion.

You cannot delete a *Client Information* record unless all records associated with that client have been deleted.

Task 3: Deleting Records through the Transaction List Detail Page

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Transaction List** link.	The Transaction List page is displayed.
2. In the **Client ID** field, type the client's assigned CalTOP identification number. – or – In the **File Number ID** field, type a file number assigned to the client.	
3. Select the **My Provider Only (Provider Logged On)** checkbox.	
4. Click **Submit**.	The Transaction List Detail page is displayed.
5. In the first column, select the radio button next to the record to be deleted.	
6. Click **Delete**.	The [Form Name] Delete page is displayed.

What to do	Results/Comments



Episode Status Change Delete

To delete an Episode Status Change record for this CalTOP client, select Delete.

Client Name: AMANDA HATTON

CalTOP Client ID: 562
CalTOP Trans ID: 4592
File Number ID:

County/Provider Information

File Number ID: AH562

General Information

Date of Episode Status Change:	06/29/2000
Reason for Episode Status Change:	Left Before Completion w/Satisfactory Progress
Date of Last Contact:	06/29/2000
Living with Anyone with Alcohol Problem:	No
Living with Anyone Using Non-Prescribed Drugs Or Abusing Prescribed Drugs:	No

Hospital Utilization

Days Overnight for Medical:	0 past 30 days (use 'X' for not answered)
Days Overnight for Psychiatric:	0 past 30 days (use 'X' for not answered)
Number of Emergency Room Visits:	0 past 30 days (use 'X' for not answered)

Medical Background

Client Pregnant During this Episode: No

Employment/Support Status

Current Employment Status: Part Time (less than 35 hrs per week)

Current Drug Use

Primary Drug Problem

7. Verify the record is the one you want to delete, then click **Delete**. — CalTOP displays the message, "Your form request has been processed successfully."

Task 4: Deleting Records through the Forms Page

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Forms** link.	The Forms page is displayed.
2. Enter the Transaction ID of the record you would like to delete.	
3. Click **Delete**.	The [Form name] Delete page is displayed.
4. Verify the record is the one you want to delete, then click **Delete**.	CalTOP displays the message, "Your form request has been processed successfully."

C. Lesson Review

In this lesson, you learned how to do the following:

- Save working copies and complete records
- Modify and delete records

Quiz

Test your knowledge by answering the following questions:

1. You cannot save an incomplete record in the CalTOP system.

   True False

2. Before you can delete a *Client Information* record, you have to delete all records associated with that client.

   True False

3. You can retrieve records you just deleted if you haven't logged out of CalTOP yet.

   True False

4. The **Submit** and **Save Form** buttons perform the same function.

   True False

1.F 2.T 3.F 4.F